



DEFENSE
ADVANCED
RESEARCH
PROJECTS
AGENCY

DARPA Contractor Check-Out Sheet

In accordance with DARPA Security Guide
please take this checklist to all offices shown below.

Personal Information

Name	Office	Departure Date
Company Name and Address	Forwarding Company and Address	
Contract #	Forwarding Email	
	Forwarding Phone	

Room No.	OFFICE	Purpose	Initials	Date
	ADPM:	Exit Interview, schedule external debriefs		
		Disposition of equipment/data		
	FAD			
430	Logistics Management Center	Office equipment		
474	Facilities	Skytel pagers, calling cards, desk keys		
475	Phones	Desktop phones		
	IRD			
120	IRD/Information Resource Center	Clear hardware/software inventory and accounts		
	SID			
262	Information Assurance	JWICS, SIPIRNET, etc.		
255	Classified Document Registry (CDR)	Clear classified holdings		
1072	Physical Security	COMSEC equipment/key		
404	Physical Security	Radio/Cipher Lock Combo/Office door key		
605	SAPCO	SAP Debrief (i.e., SAP out-brief)		
1079	SSO	SCI Classified Materials		
239	Personnel Security & Badging	SCI debrief		
		SCI access database/Quintron database/CDB cleared		
		DARPA Badge		
		CAC		
		Courier Card		

COMPLETED CHECK-OUT SHEET IS MAINTAINED BY SID
PERSONNEL SECURITY